

MEMORANDUM FOR: Director of Personnel

SUBJECT : Request for Nomination of a Full-Time Instructor
for Assignment to the Office of Training in
Support of Administrative Training

1. In order to provide the Director of Training with an adequate supply of instructors, trained and qualified to teach subject matter particular to the Deputy Director (Support) organization, I asked him to furnish me with a statement of his present and foreseeable requirements for such instructors with the understanding that we would then seek to fill them as soon as possible. His estimate of instructor requirements is now in hand.
 2. It is proposed that each office upon which a requirement is levied would nominate to the Director of Training, through this Office, one or more individuals meeting the necessary qualifications set forth by Mr. Baird, and that final determination as to the acceptability of all nominees so designated would lie with him. Once selected, the individual would be transferred to the Office of Training to serve as a full-time instructor for a period of 30 months, which is the normal tour of duty in that component. Three months prior to the completion of this assignment, the same office would nominate a replacement, who would then overlap with his predecessor for that length of time, after which the original designee would return to his parent Career Service for reassignment.
 3. While I realize that the immediate loss of an individual meeting the requirements set forth by the Director of Training for the field of Personnel may be temporarily dislocating, I am sure you will agree with me that the present investment of such a qualified person to instruct in Personnel matters will pay eventual dividends that will offset the present inconvenience.
 4. Specifically, the Director of Training states that he has need for a full-time instructor in Personnel matters, in preference to the manner in which his needs are presently being met; e.g., through the means of occasional guest lecturers. This individual should have a well-rounded Personnel background and broad competence in his field. It is anticipated that he would teach in management, supervisory and administrative courses. Ideally, he should be experienced in both Headquarters and Field personnel administration, should be at least a GS-11, and have ability to impart his knowledge in a classroom situation.
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5. I would appreciate it if your nominations could reach this Office not later than Tuesday, 5 April 1955, so that they may be reported to the Director of Training as soon thereafter as is practicable.

/s/
L. K. WHITE
Deputy Director
(Support)

cc: Director of Training

SA-DD/S:JAC:dlc (16 March 1955)
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